



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

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| Title Public Health Representative 2 [Classified Competitive] | | | Salary P21 \$51,529.95 - \$72,953.46 |
| Posting Number 124-17 | Position Number 959127, 959128, 959124 | Number of Positions 3 | Posting Period * From: 7/24/17 To: 8/7/17 |
| Location: Newborn Screening and Genetic Services, Family Health Services 50 East State Street, PO Box 364, Trenton, NJ 08625-0364 | | | Scope of Eligibility/Open to: All Departments/State Employees |

GENERAL DESCRIPTION

New Jersey rule (NJAC8:18-1) requires all newborns to be screened within 48 hours of birth to detect the presence of certain biochemical or genetic disorders that can cause intellectual disabilities, other permanent disabilities or death if not promptly treated. The Newborn Screening and Genetic Services Program is responsible for the follow-up of all newborns with abnormal screening results for metabolic and other disorders. If not detected and treated early, these disorders may cause permanent intellectual disability or even death. Babies are located and tracked to ensure that repeat testing and treatment occurs according to established program timelines. Due to the adverse effects of these disorders, the nature of this work is urgent. Under the direction of a Public Health Representative 1, main job duties will include: Maintain extensive communication with hospital staff, primary health care providers, medical consultants, and others as necessary to ensure appropriate and timely follow-up. Maintains liaison with hospitals, health care facilities, registrars, physicians, local health departments and other cooperating agencies. Learn how to utilize various types of electronic and/or manual recording and information systems used by the Newborn Screening and Genetic Services Program. Extensive use of phone/fax/e-mail and other electronic communications to ensure timely follow-up. Investigates instances of incomplete reporting techniques. Work as part of an existing team to ensure that all follow-up tasks are completed. On a rotational basis, be available on Saturdays and holidays to ensure appropriate follow-up for identified newborns. Maintain confidentiality of records. Cooperate and collaborate with other Newborn Screening Program staff in program improvement activities. Other related duties as needed. An ideal candidate will be flexible, self-motivated, persistent, very well organized, detail-oriented, and be able to handle interruptions while maintaining excellent quality work.

Preference will be given to those applicants with professional experience in newborn screening, professional experience in handling medical, case management and/or social services information, excellent written and verbal communication skills, and ability to balance shifting priorities.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTFHS@doh.nj.gov

- Mail the required documents to:

Andrea Mahon, Executive Assistant 2

Family Health Services

Reference Posting #

New Jersey Department of Health

PO Box 364

Trenton, NJ 08625-0364

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*

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